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Medical Command

TOBACCO USE AT ANDREWS AFB



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements mandatory compliance with Air Force Instruction (AFI) 40-102, *Tobacco Use in the Air Force*. It establishes procedures to control tobacco use in any Andrews Air Force Base (AFB) work place, limit tobacco use in Air Force buildings, facilities and vehicles, establishes policy on the sale of tobacco products, and outlines guidance for establishment of authorized tobacco use areas. It does not supersede or cancel other instructions that control tobacco use because of fire, explosive, health standards, or other safety hazards. This instruction applies to all host and tenant activities, military and civilian assigned, visitors, and all other personnel (i.e., contractors, housekeeping, etc.) while performing duty within work areas on Andrews AFB.

This program is designed to minimize exposure of personnel in their indoor work places to the potential adverse affects of “secondhand” smoke and to promote non-tobacco use as the Air Force “norm.” It is intended to discourage the use of all tobacco products. Properly enforced, these guidelines will decrease hours lost to and cost of illness associated with tobacco product exposure.

SUMMARY OF REVISIONS

This revision includes the wing labor relations officer (LRO), contracting squadron, civil engineer squadron, health promotion manager, health care providers and tobacco users’ responsibilities.

1. References. Department of Defense (DoD) Instruction 1010.15, *Smoke-Free Work Place*; Air Force Policy Directive 40-1, *Health Promotion*; Air Force Instruction 40-102, *Tobacco Use in Air Force Facilities*.

2. Responsibilities:

2.1. All personnel, including contractor employees and non-DoD personnel, visiting, performing duties, or using facilities on Andrews AFB will comply with the following, concerning tobacco use on Andrews AFB.

- 2.1.1. In accordance with DoD Instruction 1010.15 and Air Force Instruction 40-102, all indoor tobacco use areas are prohibited except as referenced in this instruction.
- 2.2. 89th Airlift Wing/CC. As the installation commander, will establish policy on tobacco use and set equitable enforcement standards on restricting tobacco use from non-approved areas of Andrews AFB.
- 2.3. 89th Medical Group/Aerospace Medicine Squadron/Health Promotion Manager (HPM). The installation HPM will act as the installation commander's designee on matters relating to tobacco use curtailment and approval of tobacco use areas (TUA(s)) within the guidelines of this instruction.
- 2.4. Commanders, Managers, and Supervisors will:
 - 2.4.1. Enforce installation policies on the use of tobacco products.
 - 2.4.2. Ensure TUA(s) is (are) designated for their facilities.
 - 2.4.3. Ensure designated TUAs meet the established criteria as outlined in AFI 40-102 and paragraph 3.7.6. of this instruction.
 - 2.4.4. Forward any tobacco use policy memorandums affecting civilian employees to the Civilian Personnel Flight, LRO, to ensure local bargaining obligations are met prior to implementation.
 - 2.4.4.1. Forward, prior to implementation of any new or relocated TUAs, notification to the installation HPM and the LRO, Civilian Personnel Flight. The LRO will advise the union of the implementation of the TUA in accordance with current local policy.
 - 2.4.4.2. Within 30 days of publication, submit their existing or proposed TUA specifics to the installation HPM and the LRO for coordination.
 - 2.4.4.3. If work requirements can be met, approve employee requests to attend tobacco cessation classes during their duty day. Employees may request appropriate leave or permission to adjust their duty hours on the date of the scheduled class.
- 2.5. Wing LRO will ensure all bargaining obligations are met prior to establishing new or moved TUAs.
 - 2.5.1. Changes to this instruction will be coordinated through the LRO.
 - 2.5.2. The LRO will advise the union of the implementation of the TUA in accordance with the local Memorandum of Agreement.
- 2.6. Contracting squadron will make all contractors aware of this policy and enforce compliance through the applicable contract administrator. This instruction will be enforced by incorporating it into standard contract language.
- 2.7. Civil engineer squadron will provide standardized designated TUA signs and assist in placing signs and tobacco receptacles.
- 2.8. The installation HPM will offer tobacco cessation classes to active duty, retirees, dependents, and civilian government workers.
- 2.9. Health care providers will question patients on their history of tobacco use as a vital sign at appropriate visits. Providers will educate, encourage, and appropriately refer patients to stop using tobacco products.

2.10. Tobacco users will keep the designated TUAs litter-free and clean by disposing of tobacco material responsibly and will comply with this instruction.

3. Program Elements:

3.1. Non-tobacco use. As tobacco use is considered inconsistent with a healthy and fit force, non-tobacco use is the Air Force “norm”.

3.2. For the purpose of this instruction, tobacco is defined as any smoking material (pipes, cigars, cigarettes) and spit tobacco (loose or packet tobacco used by snuff dippers and chewers). Use of these products is considered a health hazard and all individuals are encouraged to voluntarily restrict (to include cessation) their own use of tobacco products.

3.3. Workplace. The use of tobacco products in the workplace is prohibited.

3.3.1. For purposes of this instruction, all of Andrews AFB is considered a workplace and therefore the entire installation is a tobacco-free area. Use of tobacco products is prohibited on the installation except for personal government residence, private property, designated TUAs, and outdoor recreation areas as outlined in this instruction.

3.4. Sale of Tobacco. Selling of tobacco products by vending machines is prohibited. Sale of tobacco products within the medical center complex is prohibited.

3.5. Advertisement of Tobacco. Advertisements for tobacco products, paraphernalia, and tobacco collectibles are prohibited in all official government publications. The distribution of tobacco samples is prohibited.

3.6. Facilities:

3.6.1. Tobacco use is prohibited in all DoD owned/leased facilities except personal government residence and designated outdoor recreation facilities.

3.6.2. Employees may only use tobacco products within outdoor designated TUAs or as outlined in this instruction (personal government residence, private property, designated TUAs, and designated outdoor recreation areas).

3.6.3. Tobacco use is prohibited in all service-operated facilities, except in outdoor parks and picnic areas approved by the installation commander.

3.6.4. Personal government quarters or residences do not require “Designated Tobacco Use Area” signs.

3.6.5. Do not use “butt cans” and do not locate butt receptacles at facility doorways or vestibules.

3.7. Outdoor Tobacco Policy:

3.7.1. Occupants of family housing and dormitories (personal government residences) that smoke tobacco products are encouraged to smoke outdoors and away from non-tobacco users. Personal government residences and private vehicles are excluded from TUA restrictions.

3.7.2. Tobacco use is not allowed in government vehicles.

3.7.3. Tobacco use is not allowed in the workplace area, unless you are physically standing in a TUA. In other words, do not use a tobacco item when you leave a building to walk to your private car, to a TUA, or to take a stroll around the block.

3.7.4. Breaks are permitted for the tobacco user consistent with the local Memorandum of Agreement and with mission requirements. IAW AFI 40-102, breaks are to be equitable for both tobacco users and non-users alike.

3.7.5. "No Smoking" signs. Only fire, explosives, or safety hazard areas require "No Smoking" signs, though they may be posted in other appropriate locations.

3.7.6. Outside Tobacco Use Areas:

3.7.6.1. When possible, squadron commanders or civilian equivalents designate outdoor TUAs which are reasonably accessible to employees and provide for a measure of protection from the elements. The areas will be the least visible, most non-obtrusive areas available, and will not be near normal entries or exits of buildings, opening windows, or air exchange vents.

3.7.6.2. Identify all designated TUAs by posting "Designated Tobacco Use Area" signs. Obtain standardized signs from CES. Unless a "Designated Tobacco Use Area" sign is posted, all areas are considered "No Tobacco Use Areas."

3.7.6.3. Situate TUAs sufficiently away from all entrances/exits, sidewalks, parking lots, and facilities' vents, doors and windows. This will protect the public from exposure and not allow smoke to be drawn into a facility or affect a passerby from environmental smoke.

3.7.6.4. Limited Air Force funds may be used to enhance TUAs. SPTG/CC WILL BE THE APPROVAL AUTHORITY BEFORE ANY AIR FORCE FUNDS CAN BE USED.

3.7.6.5. Designated TUAs should be the minimal number required per facility and in the least visible areas of each facility necessary to provide accessibility.

3.7.6.6. Facility managers will provide their group commanders with a list of buildings with detailed schematics for the location of each building's TUA(s). This listing will be forwarded to the installation commander's designee (installation HPM) for review, inspection, and recommendation for installation commander's approval. A copy of this report will be maintained by each group commander or designee (i.e. facility manager) and the installation HPM. The installation commander has final approval for TUAs. Changes to this report will be coordinated with the wing LRO in accordance with local policy.

3.7.6.7. Group commanders or civilian equivalents are responsible to ensure butt receptacles are provided to all TUAs within their responsibility. The term "butt receptacle" pertains to any unmodified container made for and used for the disposal of tobacco waste products. Do not use butt cans. The term "butt can" pertains to any container not originally intended for the purpose of disposal of tobacco waste (i.e. coffee cans).

4. Tobacco Use Measurement. Unit fitness program monitor will question members on tobacco use at the time of annual fitness evaluations. These percentages are maintained by the installation fitness program manager and the installation health promotion manager, who will report these statistics to the installation commander on request.

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Commander